



Project #: _____

Professional Services Rating Sheet

City Department: _____
Type of Service: _____
Project: _____
Date of Project: _____
Firm: _____

Project Overview

- 1 Overall Approach to Project
- 2 Identification of Project Requirements
- 3 Information Process Management
- 4 Responsiveness to Scope of Service
- 5 Response to Additional Scope of Services
- 6 Meeting Project Schedule

Grade*

Study/Report Phase

- 7 Project Initiation / Kick-Off
- 8 Data Collection
- 9 Development of Report
- 10 Draft Report
- 11 Final Report

Design/Bid Process

- 12 Maintenance of Time Lines
- 13 Accuracy of Design
- 14 Attention to Detail
- 15 Research & Investigation of Site
- 16 Value Engineering of Systems
- 17 Preparation of Bid Documents
- 18 Accuracy of Cost Estimate
- 19 Management of sub-design firms
- 20 Communication w/ Bidders

Construction Process

- 21 On Site Inspections
- 22 Quality Control
- 23 Identification and Resolution of Issues
- 24 Attention to Detail
- 25 Communication w/ Project Manager
- 26 General Oversight
- 27 Responsiveness to Requests
- 28 Design Driven Change Orders

Grade*

Overall Project Performance

- 29 Professionalism
- 30 Attitude
- 31 Communication Skill
- 32 Responsiveness

Grade Scale:

A = Far Exceeded Minimal Expectations
B = Exceeded Minimal Expectations
C = Met Minimal Expectations
D = Below Minimal Expectations
F = Failed
N/A = Not Applicable

RATINGS BELOW "C" REQUIRE WRITTEN JUSTIFICATION THAT IS OBJECTIVE AND IDENTIFIABLE

Supporting documents and/or notes must be attached and included in the project file.

Additional Narrative or Areas Rated

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Project Manager: _____

Signature _____

Date: _____

COPIES ARE TO BE DISTRIBUTED TO THE FIRM AND PLACED IN THE PROJECT FILE UPON COMPLETION